



MINUTES OF PLANNING BOARD MEETING

Monday, December 4, 2017

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Carol Chavarie, Tom Squiers, Carolyn Perry, Scott Farwell, Jerry Nault and Bill Appel (after the acceptance of the minutes vote).

Others present: Town Manager Theresa Haskell, Tom Reed, and Brian Casey

Call to Order

The meeting was called to order at 7:00 p.m., by Chairperson Carol Chavarie.

Previous Meeting Minutes, Consideration & Action

Carolyn Perry moved that the minutes from the November 6, 2017 Planning Board meeting be accepted as written. Tom Squiers seconded, all approved, 5-0.

Public Comment—none

New Business—Town Manager Theresa Haskell reported that the town has been approached by a resident asking that the town accept a formerly private road for winter/summer maintenance. Theresa asked if the Planning Board was aware if there was an application form related to the *Acceptance of Streets and Ways Ordinance*. After reviewing the ordinance and discussion, the Board concluded that there is no formal application form, but an applicant needs to submit the information and documentation required by the ordinance. The Board also concluded that the ordinance requires the Planning Board to review the application materials for completeness, but the decision to accept a Street or Way rests with the Board of Selectmen and the Road Commissioner.

Unfinished/Old Business:

Casey lot on Three Mile Pond—Scott Farwell reported that he had spoken to the DEP, and the Planning Board's interpretation of the Shoreland Zoning Ordinance was correct that a 100' setback from the pond is required within the shoreland zone for any new structure, whether permanent or temporary. As the lot is 50' X 60', a 100' setback is not possible, therefore a structure may not be placed on this lot per the Shoreland Zoning Ordinance. Theresa said that she had spoken with the Windsor Tax Assessor about the lot, and found that the other lots along the pond in that area that had buildings on them were all built on prior to the imposition of the Shoreland Zoning Ordinance in 1993. She went on to explain how that lot is assessed differently than the lots with buildings. **Tom Squiers moved that the Planning Board write and sign a findings letter describing the Shoreland Zoning restrictions on the lot (Map U3, Lot 007), Jerry Nault seconded, all approved 6-0.** Theresa created and printed the letter, the Board members signed the letter and it was given to Mr. Casey, with copies made for each Board member.

Scheid Road Lot Restrictions—Chairperson Carol Chavarie reported that the lot in question discussed at the last Board meeting was actually not in the Long Pond Subdivision as had been previously thought, therefore the subdivision lot restrictions do not apply. She also reported that the Windsor Codes Enforcement Officer had met

with the property owners and have worked out where to build their garage on the lot. No further action is required by the Planning Board.

Planning Board Materials Organization—Theresa reported that it was budget time and asked the Board to consider what expenses we may want to include in next year's budget request. Carol said that a new filing cabinet would probably be needed for the Planning Board file organization effort, and maybe a large cabinet to file maps should be considered as well. Theresa reminded the Board that there was some money remaining in the budget that could be used to pay one of the town employees to assist in the file organization. Carol said she hoped to start the project in January.

Adjournment

The meeting was adjourned at 8:05 p.m.

The next regular Planning Board meeting is scheduled for Monday, February 5, 2018, at 7:00 pm, and will occur on a quarterly basis until further notice.

Respectfully Submitted,
Scott Farwell, Secretary